COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HOUSING AND ECONOMIC DEVELOPMENT
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MASSWORKS INFRASTRUCTURE PROGRAM
2014 APPLICATION MANUAL FOR GRANT APPLICANTS

The on-line MassWorks Infrastructure Program Application 2014 will be available online on June 1, 2014. (www.mass.gov/eohed/massworks).

As of June 1, 2014, applicants may begin to work on their applications, save and reopen applications multiple times for editing. Application submissions will be accepted between Monday, August 18th and Friday, August 29th, 2014. After August 18, 2014 a submit button will appear on the "Change of Status" webpage.

If your community submitted a MassWorks application in the 2011, 2012 or 2013 application rounds, the information submitted has been saved and will be available for viewing, copying and editing on June 1, 2014 when the online system is available.

Using the Online Application Tool:

1. Creating a username and password – Applicants will need to set up a unique user name and password in order to access the online application tool.

Municipalities and other eligible public entities are encouraged to establish one primary account through which all applications are initiated and submitted. If you submitted an application in a previous application round, the username and password created has been saved and can be used to submit applications in the 2014 application round.

After establishing a primary account, the municipality may establish a secondary account which will provide access to another user to edit the application or the municipality may grant access to the application to another account holder (for example, the municipality may grant access to a consultant or other entity that has set up a MassWorks account to assist the municipality with the application). For additional information on how to allow additional accounts to access the application, please refer to the online application tool - technical manual: http://www.mass.gov/Ehed/docs/permitting/MassWorks_Online_Application_Manual.pdf

It is strongly recommended that the person(s) creating the user name and password on behalf of a municipality receive permission to complete and submit the MassWorks application prior to creating the account. It will not be the responsibility of the Executive Office of Housing and Economic Development to determine if the person(s) submitting a MassWorks application have been authorized to do so.

Note: EOHED cannot guarantee username and passwords will be reset in a timely fashion in the event that the applicant misplaces the log in information. It is the responsibility of the applicant to ensure they record the password and log in information for the municipality and submit an application within the application window (Monday, August 18th and Friday, August 29th, 2014).

2. Account approval – All new accounts must be approved by the Executive Office of Housing and Economic Development. EOHED will monitor and approve new log in requests in a timely manner. Applicants will receive an email notification when the account has been approved. If approval is not received after 24 hours, please contact MassWorks@state.ma.us to request assistance.

> *TIP:* Consultants and other non-municipal entities seeking access to the MassWorks Application online can create a new account by following the process outlined above. Consultants or non-municipal entities should include the name of their company in the organization field. **NOTE: Consultants and non-municipal entities will not be permitted to submit applications from the consultant account created. Only municipalities are permitted to submit applications between** Monday, August 18th and Friday, August 29th, 2014**.**

3. Using the online application tool – Once an applicant's account has been approved by EOHED, the applicant may begin to fill out the application.

> *TIP:* Applicants are encouraged to save their work after each form is accessed. The online application tool may be saved and revisited at a later date to continue inputting data and finalize the application submission.

4. Submitting an application –Applications may be completed prior to August 29th 2014 and saved in the online grant application system, but submissions will only be accepted between Monday, August 18th and Friday, August 29th, 2014. **To submit, applicants must click the "submit" button to ensure the application is officially submitted for consideration in the 2014 MassWorks round.** Applicants will receive an email indicating the application has been received by the MassWorks program within 4 hours of the application submission. If an email is not received after 4 hours, please contact MassWorks@state.ma.us for assistance.

> *TIP:* The submission button is located on the "Change of Status" page.

> *TIP:* If an application is submitted prior to being completed, the applicant may request the application be returned to the online tool for further editing and completion. Please note that the application may not be returned immediately and this may cause delays in completing the application. Applications will be returned to applicants until August 28, 2014 for resubmission.

> *TIP*: Each application must be submitted separately. You should receive a confirmation email for each of the applications submitted.

Completing the application:

Section 1 – Applicant Information
The first section of the application will collect general applicant information.

Question #1.1: Name of Municipality or Public Entity

- Please enter the name of the municipality that is submitting the application, or the name of the Public Entity. Only one is required.

Question #1.2: Executive Officer or Designee for Project
- Please enter the name of the Executive Officer of the municipality that is submitting the application, or the name of the Designee of the Project.

Question #1.3: Application Contact
- Please enter the name of the person that will be contacted if there are any questions or concerns related to the application. This person should be able to answer questions about the grant application if questions arise.

Question #1.4: Title
- Please enter the title, meaning the job or position title, of the Application Contact provided above.

Question #1.5: Address
- Please enter the address of the municipality or public entity where grant application information, communication, and correspondence will be mailed to. Note: this is not the address of the project. The project address will be asked for further down in the application.

Question #1.6: City
- Please enter the city name associated with the mailing address provided above.

Question#1.7: State
- This field will be pre-populated with Massachusetts ("MA").

Question #1.8: Zip
- Please enter the zip code associated with the mailing address provided above.

Question #1.9: Phone
- Please enter the phone number that can be used to reach the contact person for this application. Please have an active voicemail setup for this phone number so that messages relating to the grant application can be left.

Question #1.10: Fax
- Please enter the fax number that can be used to send correspondence and documentation to the contact person for this application.

Question #1.11: E-mail address
- Please enter the e-mail address that will be used to send correspondence and documentation to the contact person for this application. Email will be the primary mode used to communicate about MassWorks applications. Please ensure the email is correct and that it is for the person in your municipality or organization that should receive correspondence about your application.

Section 2 – Project Type
The second section of the application will collect project type information.

Question #2.1: Please select <u>one</u> of the following project types that best describe your project.
- Project type: Please select the one project type that best describes the project. Project types include:
  - ❖ Mixed-use development with housing density of at least 4 units to the acre
  - ❖ Housing development at a density of at least 4 units to the acre
  - ❖ Transportation improvements to enhance safety in small, rural communities
  - ❖ Economic development and job creation and retention

TIP: If the project falls under several of the project types listed above choose the **one category that best describes** the project. If EOHED reviewers feel as though the project type should be revised the Executive Officer, Designee of Project, or the Applicant Contact will be contacted.

Question #2.2: Is the population of the host community 7,000 or below?
- Please indicate, using the yes and no checkboxes, if the host community (the location where the project will take place) is 7,000 or below.

TIP: Population data for the host community can be found on the US Census Bureau website, using America Factfinder, available at: http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml. Applicants can find the latest (2010 Estimates) population numbers for host communities by inputting the host community name in the city/town, county, or zip field and by choosing Massachusetts in the state field. Please see the image below for reference.

Question #2.2b: If yes, has the host community received a Small Town Rural Assistance Program (STRAP) grant in the last 5 years?
- If the previous answer (Question #13) was "yes" please indicate, using the yes or no check boxes, if the host community has received a Small Town Rural Assistance Program (STRAP) grant in the last five years.

Question #2.3: Please provide a detailed description of the public infrastructure project for which you are requesting grant assistance that includes a full explanation of the uses for which this grant is being requested. Please provide a concise explanation of how the infrastructure project will advance the host community's housing, economic development and/or community revitalization objectives, or if your community has a population of 7,000 or less, how the project will enhance public safety and transportation.

In accordance with the Patrick Administration's goal of creating 10,000 new multi-family housing units per year, if the public infrastructure project included in this application does not support the development of new housing in your community, please provide an explanation of why housing is not included as part of this request. If housing is not supported by this application request, the community should identify mixed-use or housing development efforts (such as overlay districts, new zoning bylaws) which support housing development of at least 4 acres per unit for single family development and 8 acres per acre for multifamily development that have been adopted in other locations (e.g. accepted at town meeting) by your community.

If the MassWorks Infrastructure Program funding is intended for a specific element of a larger public infrastructure project, please describe that element and its relationship to the overall project.

Please be advised that no more than 10% of the total grant request may be used for design/engineering, except in communities with a population of 7,000 or less, where the communities are eligible to apply for full design/engineering costs along with a construction grant.

> *TIP:* A complete answer should include the following information at a minimum:

- A detailed description of the public infrastructure project for which the application is requesting grant assistance. This should include a general project description as well as specifics such as linear feet of sidewalks, roadways, drainage, piping etc. that will be improved as a result of the infrastructure project.
- A description of the project elements that the MassWorks grant funds will directly support.
- An explanation of how the infrastructure project will advance the municipality's housing, mixed use development or job creation and retention objectives.
- If the project does not include housing, please indicate efforts the municipality has taken to support housing production in other location.
- Please indicate if this project has been identified as a priority in a master plan or regional plan.
- If the community has a population of 7,000 or less, how the project will enhance public safety and transportation.
- An explanation of the importance of this project if it is critical to allowing the private development project to proceed.
- History of the project site (e.g. is the site a former Brownfield, does it have historic significance, is it dangerous to travelers

Section 3 – Public Infrastructure Project
The third section of the application will collect public infrastructure project information.

Question #3.1: Amount of funds requested

- Please indicate the total amount of funds requested for the infrastructure project(s) described within this grant application.

TIP: If the application is for more than one infrastructure project (e.g. sewer extension and pedestrian improvements related to the same private development project) the applicant should describe each infrastructure project element and the cost associated with each element in the project description section of the application (Section 2).

Question #3.2: Name of proposed project
- Please enter the name of the proposed project that is associated with this grant application.

TIP: If the project is located on a street, in a specific neighborhood or business park, it is helpful to include this unique identification in the project name (e.g. Smith Street Water Main Replacement Project or Main Street Pedestrian Improvement Project)

Question #3.3: Project site address
- Please enter the address of the project site. This address is associated with the location of the project, not with the mailing address associated with this grant application.
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Question #3.4: Is the project site publicly owned?
- Please indicate if the project site is publicly owned. "Yes" indicates that the project site is currently publicly owned. "No" indicates that the project site is not publicly owned at this time. If the project site will be publicly owned in the future, but is not publicly owned at this time please select "no".

Question #3.5: Describe type of ownership (select all that apply).
- Applications should select all of the ownership types that apply to the project site:
  - ❖ Public land
  - ❖ Right of Way
  - ❖ Leasehold
  - ❖ Easement
  - ❖ Other

Question #3.5b: If other, please explain.
- If the previous answer (Question #19) included "other" please explain what other type of ownership is associated with the project site.

Question #3.6: If not currently public, will the site be publicly owned by the project start date?
- If the project site is not currently publicly owned please indicate, using the yes or no check boxes, if the site will be publicly owned by the project start date.

Question #3.6b: If not, please explain and include details about the nature, timing, and mechanism of the public acquisition.

- If the project site is not publicly owned (as indicated in Question #20b) please provide a detailed explanation of the public acquisition. Please include details about the nature, timing and mechanism that will be used to secure the project site.

Question #3.7: Is the project seeking other sources of public funds?
- Please indicate, using the yes or no check boxes, if the project is seeking other sources of public funds.
- A detailed breakdown of the funding sources that will be used to complete the project may be provided in Section 6 of the application.

Question #3.8: Has the project been subject of a local public hearing or meeting?
- Please indicate, using the yes or no check boxes, if the project has been the subject of a local hearing.
- A public hearing or meeting is not required by the MassWorks Infrastructure Program.

TIP: If the project has not been the subject of a local hearing the Municipality may want to consider holding a public hearing in order to bring the project to the attention of the direct abutters as well as to the attention of the larger community.

Question #3.9: Will the project be ready to proceed with construction in the upcoming construction season?

- Please indicate, using the yes or no check boxes, if the project is ready to proceed with the construction in the upcoming construction season.

TIP: The upcoming construction season is considered to be spring 2014. If the project can proceed sooner than the upcoming construction season, please make note of this in the project description section.

Section 4 – Planning Ahead for Growth
The fourth section of the application will collect Planning Ahead for Growth Information.

Question #4.1: Does the project support transit-oriented development (that is, development located within one-half mile of a transit station; further, transit station is defined as a subway or rail station, or a bus stop serving as the convergence of two or more bus fixed routes that serve commuters)?
- Please indicate, using the yes or no check boxes, if the project supports transit-oriented development.
- In respect to this application, transit-oriented developments are defined as developments located within one-half mile of a transit station, where transit station is defined as a subway or rail station, or a bus stop serving as the convergence of two or more bus fixed routes that serve commuters.

TIP: Applicants are encouraged to demonstrate the project's proximity to transit and potential to support transit-oriented development on a map or other supporting materials submitted in Section 5.

Question #4.1b If yes, please identify the type of transit services and name of location/station:

- If the project supports transit oriented development, please name the closest transit station to the project site. The transit stations include:
  - ❖ Subway Station
  - ❖ Rail Station
  - ❖ Bus Stop (for two or more fixed bus routes serving commuter)

Question #4.2: Does the project support the redevelopment of a previously developed site?
- Please indicate, using the yes or no check boxes, if the project supports the redevelopment of a previously developed site.

Question #4.3: Does the project support a development containing a mix of residential and commercial uses, with a resident unit density of at least four units to the acre?
- Please indicate, using the yes or no check boxes, if the project supports a development containing a mix of residential and commercial uses, with a resident unit density of at least four units to the acre.

TIP: If the project supports a development containing a mix of residential and commercial uses, but the residential use does not support at least four units to the acres please select "no".

Question #4.4: Does the project support the development of new housing with a residential unit density of at least four units to the acre?
- Please indicate, using the yes and no check boxes, if the project supports the development of new housing, or a mix of uses that includes housing, with a residential unit density of at least four units to the acre.

TIP: if the project supports the development of new housing at less than four units to the acres please select "no".

Question #4.5: Is the project regionally significant and supported by two or more communities?
- Please indicate, using the yes or no check boxes, if the project is regionally significant, defined as a project that is supported by two or more communities.

Question #4.5b: If yes, please attach letters of support from each community.
- If the previous answer (Question #4.5) was "yes" please attach letters of support from each community that will be impacted by the proposed project.
- The municipality submitting the application will be considered as one (1) of the supporting municipalities. The applicant must attach at least one letter of support from an additional community to meet the requirements of a "regionally significant project".
- An applicant may attach up to 5 letters of support.

Question #4.6: Is the project located in a Gateway City?
- Please indicate, using the yes or no check boxes, if the project is located in a Gateway City.

TIP: Please visit the Gateway Cities website, at the following link:
http://www.mass.gov/hed/community/planning/gatweay.html for a list of the Gateway Cities and
contact information

Question #4.7: Is the project consistent with MassDOT's Complete Streets design guidelines that call for
appropriate accommodation of all transportation modes?
- Please indicate, using the yes or no check boxes, if the project is consistent with
  MassDOT's Complete Street design guidelines.

TIP: Please refer to the MassDOT Highway Division's *Project Development and Design Guide*,
Chapter 5, available at
(http://www.mhd.state.ma.us/default.asp?pgid=content/designGuide&sid=about), to determine if
the proposed project is consistent with the Complete Streets design guideline for the appropriate
accommodation of all transportation modes.

Question #4.7b: If no, please explain.
- If the previous answer (Question 30) was "no" please explain why the proposed project is
  not consistent with MassDOT's Complete Streets design guidelines.

Question #4.8: Is the project consistent with the City or Town's Master Plan?
- Please indicate, using the yes and no check boxes, if the project is consistent with the
  municipality's Master Plan.

Question #4.9: Is the project consistent with a regional growth plan?
- Please indicate, using the yes or no check boxes, if the project is consistent with a regional
  growth plan.

Question #4.9b: If yes, please identify the plan.
- If the previous answer (Question #4.9) was "yes" please identify the name of the regional
  growth plan that the proposed project is consistent with.

Question #4.10: Is the proposed project expected to support future growth, within the next five years, in
and around the project area?
- Please indicate, using the yes or no check boxes, if the infrastructure project will support
  future growth within the next 5 years. Growth is defined as an increase in housing
  production, expansion of companies or the relocation of new companies.

Question #4.11: Does the municipal zoning allow, by-right, each of the housing or economic development
project(s) identified in this application? If not, please describe the existing zoning and any steps that have
been taken to amend the zoning to allow the project(s) to proceed by-right or by expedited permit process.
Please indicate, using the yes or no check boxes, if by-right zoning is in place to support future housing or
economic development in the project areas.

Question #4.11b: If no, please explain.

- If the previous answer (Question #34) was "no", please identify the current zoning of the site(s) and the type of permitting that will be required for future housing or economic development to take place. Please indicate if the community will seek to establish by-right zoning for this location to support housing or economic development.

To answer the following questions, the Planning Ahead for Growth Online Mapping Tool can be utilized. The Planning Ahead for Growth Online Mapping Tool allows users to interactively display a number of geographic districts, as well as overlay multiple districts at one time. The Online Mapping Tool will be available on the Massachusetts Permit Regulatory Office website under the MassWorks Infrastructure Program page: http://maps.massgis.state.ma.us/map_ol/eohed_mapping.php

Question #4.12: Does this project fall within an Expedited Local Permitting District/Chapter 43D District?
- Please indicate, using the yes or no check boxes, if the project falls within an Expedited Local Permitting District/Chapter 43D District.
- For help identifying projects located in an Expedited Local Permitting District/Chapter 43D District, please refer to the Planning Ahead for Growth Online Mapping Tool or visit the Local Expedited Permitting website: http://www.mass.gov/hed/business/licensing/43d/.
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Question #4.12b: If yes, what is the name of the Chapter 43D District?
- If the previous answer (Question #37) was "yes", please identify the name of the Chapter 43D District.

Question #4.13: Does this project fall within a Growth District?
- Please indicate, using the yes or no check boxes if the project falls within a Growth District Initiative District
- For help identifying projects located in a Growth District, please refer to the Planning Ahead for Growth Online Mapping Tool or visit the Growth District Initiative website: http://www.mass.gov/hed/economic/eohed/pro/gdi/

Question #4.14: Does your municipality have a Chapter 40R District or Compact Neighborhood designation?
- Please indicate, using the yes or no check boxes, if your community has a Chapter 40R District or has been designated a Compact Neighborhood.
- For help identifying projects located in a 40R District, please refer to the Planning Ahead for Growth Online Mapping Tool or visit the 40R website:http://www.mass.gov/hed/community/planning/chapter-40-r.html
- For more information on the Compact Neighborhood Policy visit the Compact Neighborhood website: http://www.mass.gov/hed/community/planning/compact-neighborhoods.html

Question #4.15: Is the proposed project located within a Chapter 40R District or Compact Neighborhood?
- If the previous answer (Question #4.14) was "yes" and the project that will be supported by the MassWorks Infrastructure Program grant is within the Chapter 40R District or Compact Neighborhood, please click "yes".

TIP: Please note that this question is different than question 4.14. This question is asking if a project is WITHIN a District and question 4.14 asks if a district has been designated anywhere in the municipality.

Question #4.16: Is the project located within any of the regions that have a Land Use Priority Plan which identifies priority development and preservation areas (e.g., South Coast Rail Corridor, 495/Metrowest Compact, Merrimack Valley, Central MA or Metro North region).
- Please indicate, using the yes or no check boxes, if the Project is located within the South Coast Rail Corridor, 495/Metrowest Compact, Merrimack Valley, Central MA or Metro North region. For information on the communities participating in the regional Land Use Priority Plans mentioned above, please refer to :
http://www.mass.gov/hed/economic/eohed/pro/planning/
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Question #4.16b: If yes, does this project fall within a state identified Priority Development Area or a Priority Preservation Area.
- If the previous answer (Question #41) was "yes" and the project falls within a Priority Development Area or a Priority Preservation Area, Please check "yes"
- For help identifying projects located in a South Coast Rail Corridor, 495/MetroWest Development Compact or Merrimack Valley Regional Plan Priority Development or Priority Preservation Area, please refer to the Planning Ahead for Growth Online Mapping Tool or http://www.mass.gov/hed/economic/eohed/pro/planning/.

Question #4.16c: If yes, what is the name of the Priority Area?
- If the previous answer (Question #41B) was "yes" and the project falls within a Priority Development or Priority Preservation Area, please indicate the name of the PDA or PPA.
- For help identifying projects located in a South Coast Rail Corridor, 495/MetroWest Development Compact, Merrimack Valley Regional Plan, Central MA or Metro NorthPriority Development or Priority Preservation Area, please refer to the Planning Ahead for Growth Online Mapping Tool or http://www.mass.gov/hed/economic/eohed/pro/planning/.

- Question #4.17: Please explain how the proposed project is consistent with the Land Use Priority Plan for your region. If not identified as a state or regional priority area, how is the location and/or development consistent with the plan? If the previous answer (Question #4.16) was "yes" and the project falls within a regional Land Use Priority Plan, please explain the consistency of the project with the plan.
- A project may be considered consistent with the Plan if it supports growth in the Priority Development Areas or supports preservation in the Priority Preservation Areas.

Question #4.18: Has your community received a Green Community Designation from the Executive Office of Energy and Environmental Affairs?
- Please indicate, using the yes or no check boxes, if the community has received a Green Community Designation

- For more information on the Green Community Program please refer to: http://www.mass.gov/eea/energy-utilities-clean-tech/green-communities/

Question #4.19: Will the proposed project impact or involve (directly or indirectly) a state owned highway or roadway?

- Please indicate, using the yes or no check boxes, if the project will impact or involve a state owned highway or roadway.

Question #4.19b: If yes, what is the name of the state owned highway or roadway that will be impacted. If multiple highways or roadways will be impacted please list them.

- If the previous answer (Question #4.19) was "yes" and the project falls within a state owned roadway, please indicate the name of the highway or roadway and crossroads.
- To determine if the project will impact a state roadway and require review and permitting by MassDOT, please contact your MassDOT District office: http://www.mhd.state.ma.us/dist/dist.asp

Question #4.19c: If yes, have you reviewed the project with your local MassDOT District Office?

- For a list of MassDOT District offices, please visit the MassDOT website: http://www.mhd.state.ma.us/dist/dist.asp

Section 5 – Project Map

The fifth section of the application will collect project location and context information.

Question #5.1: Please provide maps, photographs or any other graphics which delineate the project site and its context.

- Please attach maps, photographs or any other graphics which delineate the project site and its context.
- A total of 10 attachments are allowed.
- There is no file size limit or file type restriction.

   TIP: Applicants must remember to click save for the uploaded file to be added to the application. If multiple files will be uploaded, a new file may be added only after the applicant clicks save.

   TIP: Applicants may use the Planning Ahead for Growth Online Mapping Tool, available in the tools section of the Massachusetts Permit Regulatory Office website under the MassWorks Infrastructure Program page: http://maps.massgis.state.ma.us/map_ol/eohed_mapping.php to create project maps that can be uploaded to this form.

Section 6 – Budget and Sources

The sixth section of the application will collect budget and funding source information.

Question #6.1: Please provide a breakdown of the project budget. This should include the cost of each element of the project (survey, permitting, design, bid, construction oversight, construction, etc.) and should not be limited to the work which will be covered by the MassWorks Grant. The table should indicate if the cost listed is an estimate or   if the work has been bid. The table should also indicate if MassWorks funds will be used for each element of work listed.

Please be advised that no more than 10% of the total grant request may be used for design/engineering, except in communities with a population of 7,000 or less, where the communities are eligible to apply for full design/engineering costs along with a construction grant.

- Cost- The total cost associated with each element of the project - The total cost should not be limited to the amount of MassWorks funds being requested for each element of the project if the total cost to complete the element is greater. Projects are encouraged to provide all available information however the cost of construction is the only required field in this question.
- Applicants are encouraged to use the "other" fields to provide cost information for additional project elements if needed.
- Cost Estimate or Previously Bid - Using the check boxes provided, the applicant should indicate if the cost provided has been provided as part of a public bid process or if the cost provided is an estimate.
- MassWorks Infrastructure Grant Support - Applicants should check off the "requesting MassWorks Infrastructure Program grant support for this use" if the MassWorks funds are being sought to either fully or partially fund each element of the project.
- After the applicant clicks the "save" button the total cost will calculate. Applicants are encouraged to compare the total cost amount in the application to their records for consistency.

NOTE: Please be advised that no more than 10% of the total grant request may be used for design/engineering, except in communities with a population of 7,000 or less, where the communities are eligible to apply for full design/engineering costs along with a construction grant.

Question #6.2: Please identify all sources of funding to support the proposed public infrastructure project, including the total requested MassWorks Infrastructure Program grant. Please specify whether each funding source is secured or currently pending approval.
- Source of Funds – this box should be used to include the name of the funds or organization funds are being sought from. (E.g. Federal EDA funds, City/Town contribution, developer contribution).
- The applicant MUST include the amount of MassWorks funds being requested in this table so that it will be included in the total project cost which is automatically calculated at the bottom of the table.
- Applicants should do their best to ensure that the project budget and sources of funds total the same amount. If the totals do not match, the MassWorks Program may contact the applicant for an explanation.

- Amount of Funds – this box should indicate the total amount of funding pending or secured from the source of funding identified.
- Secured or Pending – using the check boxes provided, applicants should indicate if the source of funds identified have been secured for the project. If there is any question about the availability of the funds to contribute to the infrastructure project, the applicant should check the 'pending' box.
- Additional Details – the applicant may use the space provided to include an explanation of the funding status for each source identified. This box should be used to provide information such as:
  - ❖ An indication of which element of the project this source of funding will contribute to
  - ❖ If pending, the expected timeframe in which the funding will be secured;
  - ❖ An indication if the source of funds requires matching funds and the amount of the required match;
  - ❖ An explanation of when the secured funding is expected to expire;
  - ❖ Any other details the applicant feels they would like to provide.
- After the applicant clicks the "save" button the total amount will calculate. Applicants are encouraged to compare the total amount in the application to their records for consistency.

Section 7 – Project Schedule and Milestones

The seventh section of the application will collect project schedule and milestone information.

Question #7.1: Please provide a project schedule and anticipated project milestones for the public infrastructure project for which the community is seeking grant assistance.
- Please complete the table with project schedule and milestone information.
- Please use the space provided in the additional details section to include more information about the project schedule and milestones.
- The applicant will be required to fill in all fields with dates for each project milestone.

Section 8 – Readiness Checklist

The eighth section of the application will collect information about the project's readiness to proceed.

Question #8.1: Please provide a list of all permits and other actions required for this project, the current status of those permits, and the timeframe in which the permits will be obtained. Please specify all required local permits and the status of each.
- Required Permit - Please indicate, using the check boxes, the required permits for this project. Please use the 'other permit' and 'local permit' boxes to include the name of additional permits required for this project.
- If the applicant uses the check box to identify a required permit, the filing/request date and anticipated date of issuance fields will become required.
- Filing/Request Date – This box should be used to indicate the date on which the permit application was filed or is expected to be filed.

- Anticipated Date of Issuance – This box should be used to indicate when the permit is expected to be issued or if the permit has already been obtained, the date of issuance for that permit.
- Additional Details – This box may be used to provide additional details or explanations about each permit if needed.

Section 9 – Development Project
The ninth section of the application will collect information on the PRIVATE development project.

Question #9.1: Is the applicant seeking grant funds to support a transportation project to enhance safety in a small, rural community with a population of 7,000 or less?
- Please indicate, using the yes or no check boxes, if the grant funds requested will support a transportation project to enhance safety in a small, rural community with a population of 7,000 or less.
- If the applicant answers 'yes', this is the only required question in this section and the applicant does not have to fill out the additional questions about the private development project.
- If the applicant answers 'no', the applicant must answer the remaining questions on this form. Incomplete information will result in an incomplete application. Please be sure to complete this required form if you answer "no" to the previous question (Question #40).

Question #9.2: Please select one of the following project types that best describe your project, choices include:
- Please select the one project type that best describes the project. Project types include:
  - ❖ Mixed-use development with housing density of at least 4 units to the acre
  - ❖ Housing Development at a density of at least 4 units to the acre
  - ❖ Economic development and job creation and retention

  TIP: If the project falls under several of the project types listed above choose the **one category that best describes** the project.

Question #9.3: Does the project support immediate growth in and around the project area?
- Please indicate, using the yes or no check boxes, if this project will support **immediate** Housing or Economic Growth in the Project Area?

Question #9.4: Please provide a letter from the private entity confirming the intent to move forward with the proposed private development project and answering questions 9.5 through 9.11 below. The municipality should also reflect the information provided in the developer's letter or describe the broader development plans of this location in the answers to the questions below. Municipalities are encouraged not the leave questions 9.4 through 9.12 blank.
- Please contact the Private Entity to request a letter of intent on company letterhead which provides a brief description of the proposed private development project, including the job creation expected and how the public infrastructure work will support the private development project. The letter should also indicate the developer's timeline for

constructing the development and a description of the financing needed for the development
and whether or not all funding needed has been secured.

- Using the browse button please upload and save the Private Entity's letter of intent to the
application.

Question #9.5: Anticipated private development project start date.
- Please indicate, using the drop down calendar, the anticipated start date for the private
development project.

Question #9.6: Is the private development project fully permitted? If the development is not fully
permitted, please indicate what permits are outstanding and expected timeframe within which the permit(s)
will be secured
- Please indicate, using the yes or no check boxes, if the development project fully permitted.
- If No, please describe when the permit(s) will be secured in the text box provided.

Question #9.8: Please provide the total anticipated private investment in the development project.
- Please indicate, in the text box provided, the total anticipated private investment in the
development project.

Question #9.9: Please provide a detailed description of the private development project that includes the
full scope of the project (including phasing details, if applicable).
- Please provide, in the text box, a detailed description of the development project that
includes the full scope of the project.
- Phasing details may include: a description of the project (e.g. phase 1 – retail 5,000 sf and
200 housing units, phase 2 – 200,000 sf office space and 150 housing units etc.) and the
timeframe in which each element will proceed with construction. Applicants should note if
there is a particular phase of work that will begin as a result of the infrastructure investment.
- If applicable, this section should include a brief description of the company, developer or
other entities that will be responsible for the private development project.

Question #9.10: Please provide the following details for the development project, which will be ready to
proceed in the upcoming construction season:
- Please complete the table with detailed information about the development project.
- Type of private development – using the toggle boxes provided, please indicate the type of
project (housing, commercial or mixed-use).
- Total new square footage of new office, retail or industrial space – the total square footage
of new office, retail, or industrial quantified by square footage that will be created.
- Total number of new rental housing units to be created – number of new rental units created
by development project.
- Total number of new homeownership units to be created – number of new homeownership
units created by development project.
- Total overall number of new units to be created – This box should include the total number
of affordable units to be created (including both homeownership and rental units). The total

number of units will be calculated automatically by summing the total number of rental and homeownership units.

- State level of affordability (30% of Area Median Income, 50%, 60%, 80%, etc.): Affordable housing units shall be designated as affordable for a household with a total income at 30-80% of HUDs' regional median household income. Regional median household income limits can be found at http://www.huduser.org/datasets/il.html .
- Number of construction jobs to be created: This answer should include the total number of construction jobs that will be created as a result of the private development project. Do not include the total number of construction jobs that will be created as a result of the infrastructure project since these jobs have already been identified in question 20 in section 3 of the application.
- Number of part time jobs to be created: This answer should include all jobs that will be created by the private development project that are considered part time jobs including seasonal employment, part time retail employment etc.
- Number of full time jobs to be created: This answer should include all jobs that will be created by the private development project that are full time or full time equivalent positions.
- Number of full time jobs to be retained: Applications may be submitted for infrastructure projects to support job retention in Massachusetts. Applicants should reflect the total number of jobs which will remain in Massachusetts as a result of the infrastructure project in this box.

TIP: **Affordable Housing:** Affordable housing is intended to support low and moderate income households and may consist of one or more bedroom units. Affordable housing units shall be designated as affordable for a household with a total income at 30-80% of HUDs' regional median household income. Regional median household income limits can be found at http://www.huduser.org/datasets/il.html . Note that the 30-80% data is described in the HUD document as 30% of median income, very low income, and low-income.

TIP: **Job creation** – a job will normally be considered eligible to be counted as a created permanent job (1) while it exists, or (2) once it has continued to exist for a period of one year following its first being filled following the commitment of MassWorks Infrastructure funds.

TIP: **Full-time equivalence (FTE) Job** - Permanent jobs created or retained using MassWorks Infrastructure funds must be reported as FTE. The full-time equivalence of a position is calculated by dividing the number of hours the person holding it will work each week by the number of hours worked each week by a full time employee doing that job. For example, a 10 hour per week position when a full-time employee would work 40 hours would be listed as 0.25 full time equivalents.

A permanent FTE job must be held by an employee listed on a company payroll as an employee. Temporary or contract workers may not be counted.

TIP: **Job retention** – a job will normally be considered eligible to be counted as a retained permanent job (1) while it exists, or (2) once it has continued to exist for a period of one year following the commitment of MassWorks Infrastructure funds.

TIP: Municipalities will be asked to report on job creation both during and after the project construction. Please make sure to establish a process by which this information can be obtained from the company or private developer on a regular basis.

Question #9.10: Please provide a project schedule and anticipated project milestones. If necessary, please use the space provided below to provide additional details.
- Please complete the table with project schedule and milestones for the private development project. Additional detail may be provided in the text boxes provided.

Question #9.11: If available, please provide the following information for the private entity for this project:
- Company Name
- Contact Information
- Phone
- Email
- Using the text box, please provide the relevant information for the Private Entity.
- Private Contact information will be used to verify specifics of the private project development.

Section 10 – Certification of Public Entity Authorization
The final section of the application will collect certification of public entity authorization information.

Question #10.1: If a vote has been taken, please submit a certified copy of the vote taken by the executive body authorizing acceptance of state funding for this project.
- Using the browse button, please upload a certified copy of the vote taken by the executive body authorizing acceptance of state funding for this project.

TIP: Applicants must remember to click save for the uploaded file to be added to the application.

Question #10.2: If your community requires a vote to authorize acceptance of state funding for this project but the vote has not been taken, please explain the timeframe in which this will be complete. If a vote is not needed, please explain.
- Using the text box, applicant should indicate if a vote is needed to authorize acceptance of the MassWorks grant funds. If a vote is needed but has not yet been taken, please include a description of the timeframe in which the vote will be taken.

Question #10.3: Certification Letter

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- Please complete the text boxes provided in the certification letter with the name of the individual authorized to submit the MassWorks application on behalf of the municipality, the individual's title and the name of the municipality.
- The applicant must also print and fill out a paper copy the certification letter, by selecting the "MassWorks Certification Letter" link.
- After the certification letter has been completed please mail it to the following address:
  > MassWorks Infrastructure Program
  > Executive Office of Housing and Economic Development
  > 1 Ashburton Place, Room 2101
  > Boston, MA 02108
- The completed certification letter must be returned to the MassWorks Infrastructure Program within 2 weeks of submitting the electronic application form.

If you have any questions about the MassWorks Infrastructure Program 2014 Application please contact:

> The MassWorks Infrastructure Program
> Executive Office of Housing and Economic Development
> 1 Ashburton Place, Room 2101
> Boston, MA 02108
> (617) 788-3610
> massworks@state.ma.us